

Emergency evacuation policy (exams)

2018/19

This policy is reviewed annually to ensure compliance with current regulations

| | |
|-----------------------------|--|
| Approved/reviewed by | |
| | |
| Date of next review | |

Key staff involved in the emergency evacuation policy/procedure

| Role | Name(s) |
|----------------|--|
| Head of centre | Mr Andy Cunningham |
| Exams officer | Mrs Debbie Mills |
| SLT member(s) | Mr C Jeremy, Mrs S Rainey |
| SENCo | Ms Helen Harper, Ms Hayley Haslam |
| | |

Purpose of the policy

This policy details how The Lakes School deals with an emergency evacuation of the exam room(s) by defining staff roles and responsibilities and confirming the emergency evacuation procedure.

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire (see procedure below), bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre

- ▶ Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Senior leader

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Special educational needs coordinator (SENCo)

- ▶ Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- ▶ Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams officer

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures candidates are briefed (*Candidate exam handbook*), prior to exams taking place, on what will happen in the event of an emergency in the exam room
- ▶ Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- ▶ Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- ▶ Provides an exam room incident log in each exam room
- ▶ Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

Invigilators

- ▶ By attending training, ensure they understand what to do in the event of an emergency in the exam room
- ▶ Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- ▶ Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

Other relevant centre staff

- Support the senior leader, SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Emergency evacuation procedure

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

| Emergency evacuation procedure |
|--|
| Actions to be taken (as detailed in the current JCQ <i>Instructions for conducting examinations section 18, Emergencies</i>) |
| Stop the candidates from writing |
| Collect the attendance register (in order to ensure all candidates are present) |
| Evacuate the examination room in line with the instructions given by the appropriate authority |
| Advise candidates to leave all question papers and scripts in the examination room |
| Candidates should leave the room in silence |
| Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination |
| Make a note of the time of the interruption and how long it lasted. |
| Allow the candidates the full working time set for the examination. |
| If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination |
| Make a full report of the incident and of the action taken, and send to the relevant awarding body |
| Additional centre-specific actions to be taken |
| <p>In the event of a fire alarm: evacuate the exam room immediately, leaving everything behind, but making a note of the time.</p> <p>Use the nearest fire exit, and escort candidates to the fire assembly point which is the rugby field behind the sports hall. Make sure candidates do not talk to each other.</p> <p>When/if allowed to return to the hall, allow candidates time to settle down, reminding them they are still under exam conditions.</p> <p>Restart the exam and allow candidates the remaining time set for the exam. Making relevant changes to the exam(s) finishing time(s) Inform the reception office that the exam will over run which may impact on transport home.</p> <p>Record as much detail as you can on the exam room incident log and ensure the exams officer is fully briefed at the end of the exam to enable a full report to be submitted to the awarding body.</p> <p>Where not allowed to return to the exam room, or the decision is made that the exam must be abandoned, the centre's exam contingency plan will be invoked and you will be briefed accordingly at the time.</p> |

